

PRELIMINARY DAMAGE ASSESSMENT
Preliminary Damage Assessment Summary
Form # PA-1 Instructions

Preliminary Damage Assessment (PDA) is done to obtain an estimate of the amount of damages you sustained as a result of the event. PDA does not include engineering costs, contingencies, or other extra costs. PDA is your best estimate of the costs to return a damaged site to its pre-disaster condition. These costs are for your uninsured losses.

The PDA forms are in Excel and should be compatible with most versions of Excel. There are no graphics and there are no advanced functions. The PA-1 summary sheet is the second tabbed page in the PDA forms workbook. The forms are available on our [web site](#). The hyperlinks in these instructions will take you to specific information to help you; i.e., clicking on “top” will bring you back to this paragraph, clicking on “contact” will take you to our contact information. To use the hyperlink, place your cursor over the link, depress the CTRL key and the left mouse key at the same time.

NOTE: Complete the PDA Data Sheet first and the demographic fields will automatically fill on all pages in the workbook. In the instructions, the cells are described from left to right across the page.

[Forms](#)

[Printing](#)

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Printing: The text boxes for Description of Damage and Impact to Jurisdiction cells are formatted to word wrap. There are no character limitations to these cells. However, if you enter more data than Excel will show on the screen, you will need to adjust the cell’s size in order to print all of the data that you entered. The print area is set up to print the page to the original formatting. Please [contact](#) us if you need assistance with this function.

Submit PDA Forms: When you are finished, save your file. Print a copy and submit the entire workbook to your county emergency management office. Electronic submissions are preferred; but faxed or hand-delivered will be accepted.

County Emergency Management: When you have completed the PDA forms for your county-owned facilities, submit the entire workbook to the State Emergency Management Division (EMD). County Emergency Managers are responsible for collecting PDA forms from all of the potential applicants in their county, except for state agencies. We encourage the counties to contact each tribe within their county; but the tribes have the option to submit their PDAs through the county, the state, or directly to the federal government. All damage figures for state and tribal governments will be included in the county’s total dollar amount for the purposes of meeting or exceeding the county’s threshold. If you have any questions, please [contact](#) us. **Submit** all forms by e-mail to: publicassist@emd.wa.gov; or fax to: 360-570-6350.

State Agencies: The primary point of contact should collect all of the data for the agency and submit the information directly to EMD. If you have damages in more than one county, you

will need to complete a separate set of forms for damages in each county. If you have any questions, please [contact](#) us. **Submit** all forms by e-mail to: publicassist@emd.wa.gov, or fax to 360-570-6350.

Tribes: If you are a tribe, complete the PDA forms for your damages and submit your forms to the county emergency manager, EMD, or directly to the Federal Emergency Management Agency (FEMA). If you have any questions or need information, please [contact](#) us.

All Other Applicants: Submit your PDA forms to your county emergency management office. Contact your county emergency manager for their e-mail address or fax number. If you have any questions or need your emergency manager's information, please [contact](#) us. ([top](#))

Public Assistance (PA) Contacts:

Donna Voss, Public Assistance Program Manager, 360-570-6302, d.voss@emd.wa.gov

Dianna Staley, PS Senior Program Coordinator, 360-570-6315, d.staley@emd.wa.gov

Gary Urbas, Public Assistance Coordinator, 360-570-6307, g.urbas@emd.wa.gov

Jill Nordstrom, Public Assistance Coordinator, 360-570-63016, j.nordstrom@emd.wa.gov

E-Mail: publicassist@emd.wa.gov

Fax: 360-570-6350

Forms: <http://emd.wa.gov/site-general/menu/forms.htm> (EMD home page, forms, pda)

PART I – APPLICANT / INSPECTOR INFORMATION

Date: This is a **required** field for the PA-1 summary sheet. This field will automatically fill from the PDA Data Sheet. If you have a different date for a specific Category of Work page, you can manually enter a different date directly on to the applicable page.

County: This is a **required** field. This field will automatically fill from the PDA Data Sheet. If you have a different county for a specific Category of Work page, you will need to complete a separate set of PDA forms for each county where you sustained damages.

Applicant: This is a **required** field. This field will automatically fill from the PDA Data Sheet.

Applicant Contact/E-Mail: This is a **required** field and will automatically fill from the PDA Data Sheet. If you need to have a different point of contact for a specific Category of Work page (we do not recommend you have different points of contact), you can enter this information directly on to the applicable page. The Applicant Contact should be your designated applicant agent and should be knowledgeable about the damaged sites.

Phone: This is a **required** field and will automatically fill from the PDA Data Sheet. This is the phone number for the Applicant Contact.

Inspectors/Agency: These fields will automatically fill from the PDA Data Sheet. The FEMA/State teams, and the local representative, who verify the damages for your entity will complete this section. The applicant is not required to complete this field. ([top](#))

PART II – BUDGET & COST ESTIMATE SUMMARY

Population: This is a **required** field. Please provide the population for your jurisdiction according to the latest census information (city & county census available through www.ofm.wa.gov). Population might be a school district's student population, a tribe's population, a city's population, etc.

Total Budget – Approved and Balance: These are **required** fields. Please enter your jurisdiction's total budget and the balance for this budget. These fields are size-limited. If your budget is \$2.4 million, please enter \$2.4 mil. Due to the cell size limits, only Xs will show if you enter the full \$2.4 mil dollar amount. If there are special circumstances for your budget; i.e., money for the library can only be used for the library, please note this information under Part III, B2, of the PA-1 form. ([top](#))

Maintenance Budget – Approved and Balance: This is a **required** field. FEMA wants to know how much money is in your maintenance budget. These fields are size-limited. If there are special circumstances and restrictions in your budget, please explain the circumstance in Part III, B2, of this form.

Date FY Begins: This is a **required** field. Please enter the date your fiscal year begins. For state agencies this is July 1. For most local governments it is January 1.

Category: This information is pre-entered and is a protected field. No action is required.

No. of Sites: This is a **required** field. Please enter the last Site No. that you entered data for on the corresponding PA-2 (Category A-G) form.

Types of Damage: This information is pre-entered and is a protected field. No action is required.

Total Category Estimate – Applicant: This field will automatically fill in with the sum total from each PA-2 (category of work) form that is completed. This is a protected field and no action is required.

Total Category Estimate – Team: This field will automatically fill in with the sum total from each PA-2 (category of work) form that the FEMA/State completes. This is a protected field and no action is required.

Potential Local Funds Available: This is a **required** field. FEMA needs to know how much money your jurisdiction has available to meet the damage costs. Please [contact](#) us if you have any questions regarding this field.

Total: These three fields will automatically total. These are protected fields and there is no action required.

Damage Estimate – Corps of Engineers, FHWA, and NRCS: These are **required** fields if they apply to your jurisdiction. The state needs to be able to identify how your jurisdiction is being impacted overall by the disaster. If one of these fields applies to your jurisdiction, please enter the estimated dollar amount. ([top](#))

PART III – OVERALL DISASTER IMPACT

- A. General Impact, numbers 1-3: These are **required** fields. This is your opportunity to describe the disaster's impact to your jurisdiction and illustrate how your jurisdiction was impacted. These fields should summarize the information you provided on each PA-2 form that you created for the specific Category of Work for which you sustained damages.

Please note: These cells are formatted to word-wrap and accommodate as much information as you enter. If you enter more information than the screen will show (after you hit enter), before printing you will need to adjust the cell to print all of the verbiage you entered. You may also attach additional sheets if necessary. Indicate in this area that we should refer to an attached document. Be sure to attach the document when you e-mail your PDA workbook.

B. Response Capability, numbers 1-3: These are **required** fields. These cells word-wrap and accommodate as much information as you enter. However, if you enter more than the screen will show, before printing you will need to adjust the cell to show all of the verbiage you enter.

* Please describe any funding or budget limitations or restrictions your jurisdiction may have; i.e., “funding can only be used for the library that was not damaged in the event.”

C. Impact on Public Services if a Declaration is Not Made: This is a **required** field. Please describe the impact to your jurisdiction if it does not receive federal assistance. If the economic base or economic activities such as tourism are impacted; or if community services will be eliminated or reduced, state that. Be as specific as possible.

[Submit](#) your PDA forms.

[\(top\)](#)